

WILLMAR CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

May 27, 2011
4:30 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 8, Absent 1 - Bruce DeBlieck.

Also present were City Administrator Michael Schmit, Public Works Director Holly Wilson, Police Chief David Wyffels, and Sharon Klumpp, Springsted Incorporated.

Mayor Yanish explained the purpose of the meeting was to discuss the City Administrator employment agreement and asked Ms. Klumpp to summarize the search process and proposed contract with Charlene Stevens.

The Council discussed the proposed employment agreement with Ms. Charlene Stevens, and Mayor Yanish read into the record a letter from Council Member DeBlieck in support of the appointment. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Reese, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor be authorized to enter into an employment agreement between the City of Willmar and Ms. Charlene R. Stevens for the position of City Administrator for the City of Willmar.

Dated this 27th day of May, 2011.

/s/ Frank Yanish
MAYOR

/s/ Michael Schmit
Attest: CITY ADMINISTRATOR

Council Member Anderson introduced a Resolution to cover the costs associated with the appointment of Ms. Stevens as City Administrator. Council Member Johnson seconded the motion. Council Member Anderson explained that the money being transferred to the City Administrator's budget covers the difference in salary and benefits, travel expenses for all applicants interviewing for the position, Ms. Steven's relocation expenses, and the cost of Springsted's executive search contract. Following discussion, Resolution No. 2 was approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes to the City Administrator budget within the general fund:

Increase:	Salaries	\$ 2,723.00**
	Pensions	293.00**
	Insurances	31.00**

